

Step 2 Hiring:

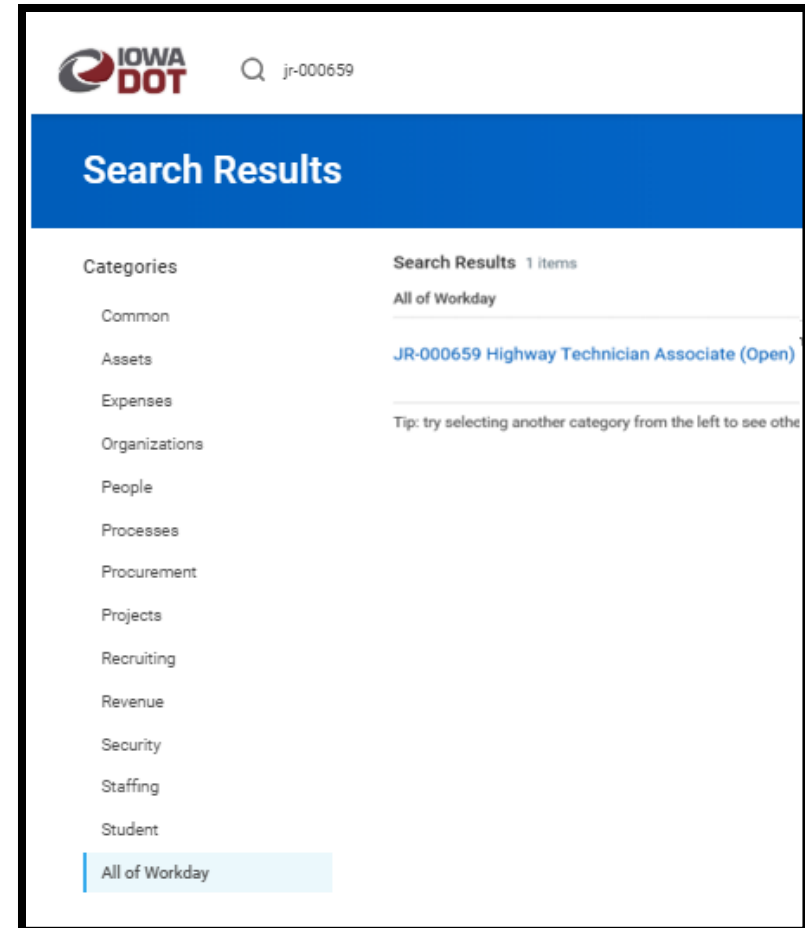
Hire an Employee

- HT Series and Mechanic
- Equipment Operator Sr. and GOA

Manager

AFTER THE INTERVIEW PROCESS START STEP 2 - EDIT JOB REQUISITION - INITIATE HDJ PROCESS

1. When you are ready to initiate the HDJ process, you can find your requisition three ways. From the **Search Bar**:
 - a. Type the **Requisition Number** (i.e., JR-000659) that is tied to the position. You may need to click **All of Workday** to have the job requisition show up when searching.
 - b. Type **View All Positions RPT802**, select report, fill in **Position Status**, and then find position.
 - c. Type **My Open Job Requisitions**, click **OK**, and then find position.



Step 2 Hiring:

Hire an Employee

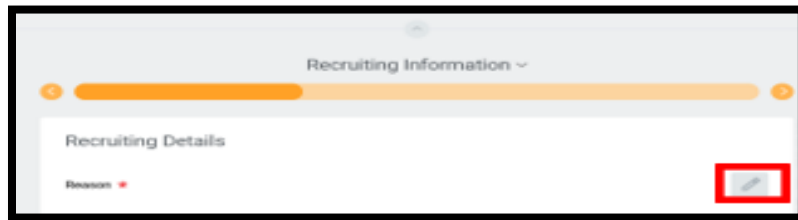
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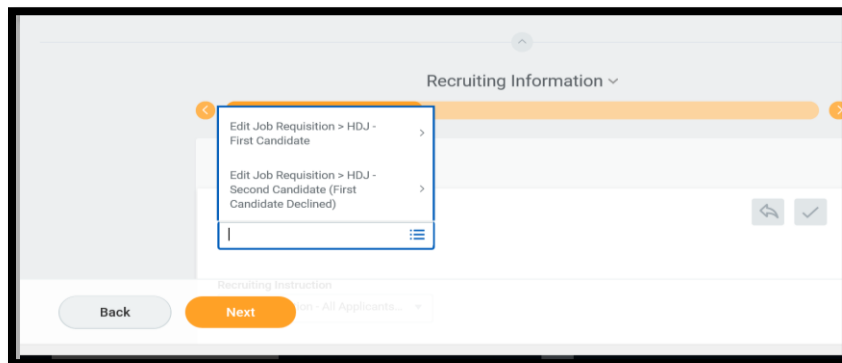
- After you find the job requisition, click the **Related Actions** button for the **Position** and then click **Job Change > Edit Job Requisition**.



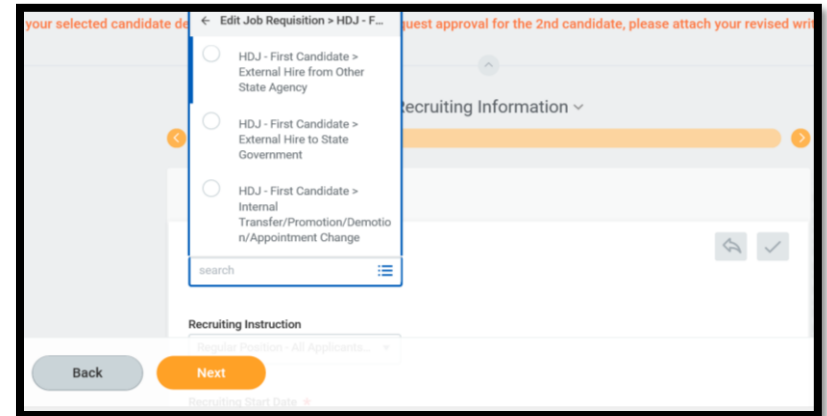
- On **Recruiting Information** screen, click  to edit **Reason**.



- Click on  in the **Reason** field, then select the type of candidate from the list below.



- Continue to select the **type** of candidate from the list below.



- Click **Next** to the **Job Details** screen. Leave as is.
- Click **Next** to go to **Organizations** screen. Leave as is.
- Click **Next** to go to **Attachments** screen.
- Click **Add**, then **Attach** to add a zip file containing all Attachments listed below. Please name each document in the zip file accordingly.

To request approval for your selected candidate, please attach the following:

- PDQ for the position (already attached with the HJ process)
- Candidate List
- Pre-screening Tool and Scoring Criteria
- Pre-screening Results (excel spreadsheet)
- Interview Questions and Scoring Criteria
- Interview Results (excel spreadsheet)
- Written narrative (HDJ Template Tool)
- Reference Checks

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Note: Follow the steps below to create a zip file:

1. Right click on desktop > click **New** > click **Folder**.
2. Label folder to reflect the vacant position.
3. Place all required documentation in folder.
4. Right click on the folder and choose "send to"
5. Choose "compressed zip folder"
6. Upload into Workday.

10. Review and verify all information on the consolidated summary page is correct.



Note: If you want you can print this summary by clicking in the upper right corner on the print icon. 

11. In **Comments** section of the summary page, add the name of the top candidate.
12. Click **Submit**.
13. The HDJ will be routed for approval up through the District Engineer and the EEO/AA Partner in OES before being routed back to you.


14. When routed back to you, you will get an inbox item with the post-offer screening instructions with a link that includes information (conditional offer letter, post-offer pre-employment physical exam and pre-employment drug testing) for this hire. **Please print any documents needed and follow instructions.**

Here is the [link](#) that includes information for this full-time hire:

If the prospective employee is coming from another state agency, please let the Office of Employee Services know before proceeding with any post offer testing by emailing DOT.OESDAProgram@iowadot.us and DOT-WorkersComp@iowadot.us.



Note: Depending on the type of hire, you may get an inbox item – **Make Offer** > Review Instructions and click **Submit** > **Click To Do** to be taken to your next inbox item – **Acknowledge Acceptance of Offer**.

15. Click **Submit**.
16. Make sure to code all applicants in NeoGov after offer has been accepted.
17. Click **To Do**. 
18. Read instructions, write down **JR Number** and click **Create Pre-Hire**.

Create Pre-Hire

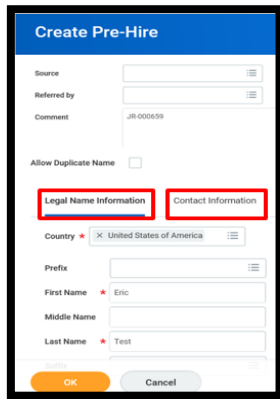
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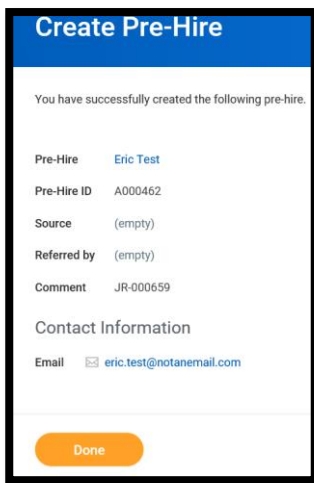
Manager

19. Add **JR Number** in comments. Include **First and Last Name** in Legal Name tab. Then go to the Contact Information tab and enter **email address** and if the email is either Work or Home and **personal phone number** and the type.



20. After you entered information in for the Pre-hire, click **OK**.

21. You will see a summary of the **Pre-Hire** information just entered on the previous screen.



22. Click **Done**.

23. You will be taken back to your inbox item **Create Pre-Hire**. Click **Submit** at the bottom to move onto the next step.

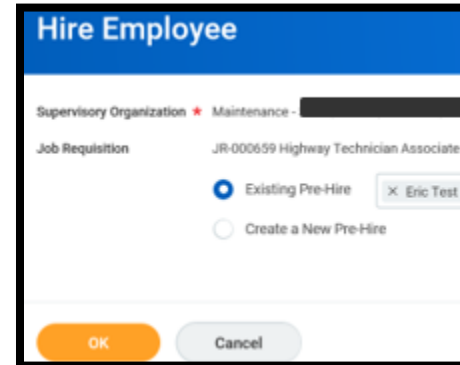
24. The pre-hire will be routed to the Safety Partner in OES so that the PCP and/or physical exresults can be entered.

25. It will then be routed to the Designated Employer Representative Partner in OES so that the pre-employment drug test results can be entered before being routed back to you.

26. After the test results are entered, you will receive an inbox item to **Proceed to Hire Employee Into Workday**.

27. Read instructions and click **Hire Employee** .

28. Choose **Existing Pre-Hire** and enter name of employee you entered in the previous **Pre-Hire** step.




29. Click **OK**.

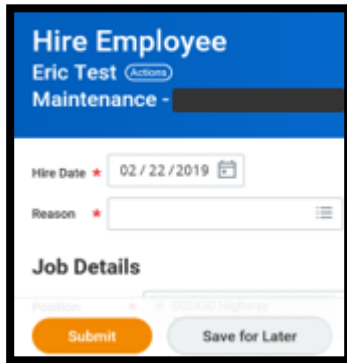
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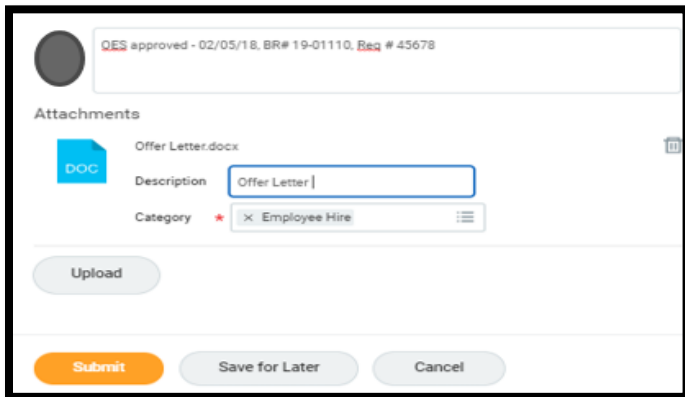
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30. Enter the actual **Hire Date** and click on  in the **Reason** field, then select **Hire Employee** and choose hire type from list.






31. **Attach** Offer Letter and M4o (if applicable). These should be PDF documents, not word documents.
32. Manager or OEES needs to add the following in the comment section: HDJ Approval Date (EEO/AA Partner Approval date), NeoGov #, JR #.




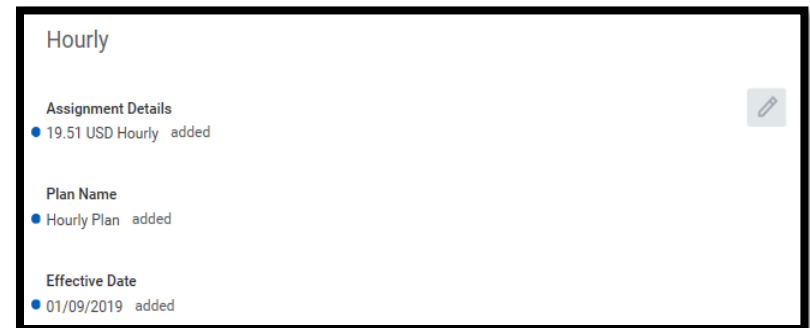
33. Click **Submit**.
34. Click **Open** to be taken to your next step – **Edit Government IDs**.

35. Please read instructions in **red/orange** on the **Edit Government IDs** screen.

36. When you are ready click  under **National IDs** and complete the **Country, National ID, Add/Edit ID** fields.

*Country	*National ID Type	Current ID	Add/Edit ID
 United States of America	 Social Security Number (SSN)		987-65-4321

37. Click **Approve**.
38. Click **Open** to be taken to your next step – **Propose Compensation Hire**.
39. Scroll towards the bottom of the page and click **Add** under **Hourly** wage for employee. When you click  it will show you Total Base Pay Range to help you with adding this information.



40. Click **Submit**.
41. This will now route to an HR Partner, 2nd level HR Partner, DAS, and IT before being routed back to Manager.
42. When routed back to manager, you will get an inbox item – **Onboarding Setup for Hire**.

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43. Type a welcome message in the **Message** box. You may want to add people from the employee's team to **People to Meet** box, and list the HR Partner in the **Helpful Contacts** box. (see picture on next page for some helpful tips).

The screenshot shows the 'Onboarding Setup' form. At the top, it says '46 second(s) ago - Due 01/10/2019; Effective 01/09/2019'. Below this is a 'Message' box containing a welcome message: 'Welcome to the Iowa DOT! We are excited for you to be joining our team and can't wait for you to start. This is a good place to add a message welcoming your new employee to the team. People to Meet - Add some people from the team they will be joining. Helpful Contacts - It might be helpful to add an HR Partner here.' Below the message box are two sections: 'People to Meet' and 'Helpful Contacts'. Each section has a 'Select People' dropdown menu and a 'Notify' checkbox.

44. Click **Submit**.
45. This will now be routed to an HR Partner. Once HR Partner approves, then the system will send email to employee with message and onboarding instructions.
46. The new hire will receive the email with instructions on how to access Workday and begin entering their personal information to get ready for their first day.
47. The will see the steps below: Enter Contact Information will have to be done first, but the other can be done in any order up to the Federal W4.

- a. Enter Contact Information: Address & Phone number.

The screenshot shows the 'Home Contact Information' form. At the top, there is a green warning message: 'Your phone number may be required to entered again. If you receive an error, please remove your phone number and enter it again. County is required when entering your address, please make sure to include County Code and Name in that field (i.e. 85 Story). This link [here](#) provides the code and name for all Iowa counties.' Below the warning is a 'Home Contact Information' section. It contains four fields: 'Primary Address', 'Additional Address', 'Primary Phone', and 'Additional Phone'. Each field has an 'Add' button. Below these fields is a 'Primary Email' section. It contains an 'Address' field with a red star icon, a close button (X), and an edit button (pencil). The email address 'noemail@gmail.com' is displayed. Below the email field is an 'Additional Email' section. At the bottom of the form is a large orange 'Submit' button.

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- Enter Personal Information:** Gender, Date of Birth, Race/ Ethnicity, Citizen status (If they do not enter the last 2, then it will give the manager a to do for visual and enter informaiton).
- Veteran Status Identification.**
- Emergency Contact Information:** Legal Name, Relationship, phone (landline, mobile, fax) or email (work or home).
- Payment Options:** Bank Name, Routing number (will get error if not correct), Account number.
 - Review and submit.
- Review Documents:** Hiring Process Questionnaire, State of Iowa Employee Handbook, IPERS Beneficiary Form, Medical Emergency Fillable Form, Work Rules.
 - They must check "I Agree" on each one.
- Elect Your Benefits.**

Complete To Do
Elect Your Benefits (Actions)

12 minute(s) ago - Effective 02/22/2019

For	001627 Design Technician
Overall Process	Hire: Peanut Test (00285)
Overall Status	Successfully Completed
Due Date	02/14/2019
Instructions	Please follow the instructions received in the email from your HR Partner to enroll in Benefits here .

- State and Local Withholding Elections.**
 - Will get message below first.

Complete State and Local Withholding Elections

7 minute(s) ago - Effective 02/22/2019

If you do not select an option for Marital Status, it will default to Single.

Worker	Peanut Test (00285)
Company	645 Iowa Department of Transportation
Effective Date	02/22/2019
State	Iowa
Withholding Form Type	IA W-4 - Withholding

OK Cancel

- Then the new hire will see below.

Elect Your Benefits

Marital Status	
Personal Allowances	0
Dependents	0
Itemized Deductions	0
Adjustments to Income Allowances	0
Child and Dependent Care Allowances	0
Total Allowances	0
Additional Amount	0.00
Exempt	<input type="checkbox"/>
Military Spouse Exemption	<input type="checkbox"/>
State of Domicile	(empty)
Legal Notice	<p>Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:</p> <p>1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, correct, and complete.</p> <p>2. You understand that your payroll tax withholding election is a legal and binding transaction.</p> <p>3. You understand that all submissions are contingent upon acceptance by your Payroll representative.</p> <p>If you do not wish to use the electronic signature option, please contact your Payroll Department for a paper copy of the form.</p> <p>The form is not valid without a signature.</p> <p>I certify that I am entitled to the number of withholding allowances claimed on this certificate, or if claiming an exemption from withholding, that I am entitled to claim the exempt status.</p> <p>I Agree <input type="checkbox"/></p>

- If they claim exempt or 22 or more, then it will route to payroll.

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- Once they refresh their screen, then they will get the **Federal Withholding Elections**.
- They must enter Marital status for Federal.

W-4 Data

[View Blank Form](#)

Nonresident Alien ☐

If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Last Name Differs from SS ☐

If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.

Marital Status *

If married, but legally separated, or spouse is a nonresident alien, choose 'Single'.

Number of Allowances

Total number of allowances you are claiming (from the applicable worksheet on the Form W-4 instructions).

Additional Amount

Additional amount, if any, you want withheld from each paycheck

Exempt ☐

I claim exemption from withholding for 2019 and I certify that I meet both of the following conditions for exemption.
* Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and
* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.
If you meet both conditions, click the Exempt Box.

LEGAL NOTICE

Your Name and Password are considered as your 'Electronic Signature' and will serve as your confirmation of the accuracy of the information being submitted. When you click in the 'I Agree' checkbox, you are certifying that:

1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, please contact your Payroll Department for a paper copy of the form. The form is not valid without a signature.

I Agree * ☐

[Submit](#) [Save for Later](#) [Cancel](#)

- If they claim exempt, then it will route to payroll.
- The employee will get To Do: **Complete I-9**.
- Review their information, state citizen status.
- I agree box.
- I did not use a preparer or translator, or a preparer and/or translator assisted the employee in completing section 1.

- After HR has completed their steps the manager will receive an inbox item **Other Onboarding Procedures**, this is a list of things to have ready for the employee's first day.
- Read instructions and click **Submit**.
- As the new hire completes their Onboarding steps in Workday, the manager will receive an inbox item to **Complete I-9 Form**.
 - The Manager will need to review physical documents from the employee before completed.
 - Then select the documents from the applicable list(s) on the I-9 Form and fill in the information needed for each document.
- The manager may get the item below if the employee did not answer them in onboarding.

Complete Visual Survey for Employee: Personal Information Change: Peanut Test (00285) ☆
5 minute(s) ago

Complete Employee's Citizenship Based on I-9: Personal Information Change: Peanut Test (00285) ☆
5 minute(s) ago

- Follow to do > **Edit Personal Information** > search employee's name.

Race/Ethnicity - Visual Survey

Hispanic or Latino
No

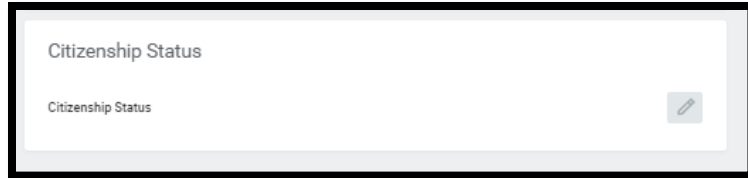
Race/Ethnicity

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A screenshot of a web form field labeled 'Citizenship Status'. The field contains a text input with the placeholder text 'Citizenship Status' and a small blue icon with a pencil, indicating it is an editable field.

53. Follow instructions and click **Submit** when finished. This will go to HR Partner to approve.

54. The Manager will also get an inbox item – **Update Emergency Contact Envelope**.

55. You have officially hired a new employee!

Note: If you have any questions, then please reach out to your HR Partner in OES.